

# **MINUTES OF MEETING**

## **RHODE ISLAND AIRPORT CORPORATION**

### **OPERATIONS AND CAPITAL COMMITTEE**

**Wednesday, November 17, 2004**

**3:00 p.m.**

**in the Mary Brennan Board Room, T. F. Green Airport, Warwick,  
Rhode Island**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James Forte, at 3.01 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**BOARD MEMBERS PRESENT: James Forte, Robert Sangster.**

**BOARD MEMBER ABSENT: Joseph Cianciolo.**

**ALSO PRESENT: Laurie Cullen, Executive Vice President; Brian Schattle, Senior VP of Finance and CFO; William Steinkamp, Senior Vice President of Operations and Maintenance; and those members listed on the attendance sheet attached hereto.**

#### **1. Approval of the Minutes:**

**A motion was made by Mr. Forte to approve the minutes of the**

**Operations and Capital Committee Meeting of October 13, 2004. The motion was seconded by Mr. Sangster. The motion was passed unanimously.**

## **2. Report from Chair, Operations and Capital Committee:**

**Mr. Forte reported that he had met with a senior manager from Spirit Airlines who had reported that Spirit is very happy with their service at T. F. Green Airport.**

**Mr. Forte reported that he had recently been at the airport and had assisted with a customer service issue, where a passenger was stranded at the airport and was unable to communicate with staff as he did not speak English. Mr. Forte stated that RIAC staff and the TSA assisted the passenger and were able to get him to the correct location.**

## **3. Discussion Item:**

### **(a) Update on Airport Projects.**

**Ms. Cullen gave an update on airport projects to include an overview of clearing areas at the six airports. Ms. Cullen reported that the environmental assessment has been completed and that there will now be money available over the next six (6) years to fund projects.**

#### **4. Action Items:**

**(a) Consideration of and Approval of Capital Improvement Program (CIP) Budget Adjustment for the Environmental Impact Statement at T. F. Green Airport.**

**Ms. Cullen reported that the recommendation is that the Committee authorize the President and CEO to amend the Fiscal Year 2005 Capital Improvement Program Budget for this project to fully fund Phase 2 of the project based on the FFY04 FAA grant offer. Ms. Cullen further reported that there is a consultant recommendation for this project on the Board agenda for approval.**

**WHEREAS, on September 15, 2004, the Board ratified the acceptance of FAA FFY04 AIP Grant No. 3-44-0003-69 in the amount of \$903,000 from the Federal Aviation Administration (FAA): and**

**WHEREAS, the current Capital Improvement Program Fiscal Year 2005 budget has \$660,000 programmed for Phase 2 of this project; and**

**WHEREAS, there is a need to increase the Fiscal Year 2005 budget by \$544,000 for a total of \$1,204,000 to fully fund Phase 2 of this project; and**

**WHEREAS, the increase for a total of \$301,000 required to fully fund RIAC's matching share to this phase of the project is \$136,000; and**

**WHEREAS, RIAC's 25% (\$301,000) matching share is currently budgeted through the upcoming bond issuance, however, pending approval bond counsel will be through the 2000 Airport Revenue Bond Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO to amend the approved Capital Improvement Program for Phase 2 of the Environmental Impact Statement at T. F. Green Airport from \$660,000 to \$1,204,000 using the FAA Grant Offer (\$903,000) and proceeds from either the upcoming bond issuance or the 2000 Airport Revenue Bond Fund Account (\$301,000) to fund RIAC's 25% matching share, subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Approval of Consultant Task Orders for Services Associated with the Strategic Implementation Plan at T. F. Green Airport.**

**Ms. Cullen reported that on September 20, 2004, RIAC entered into two (2) separate Professional Services Agreements with Ricondo &**

**Associates and CH2M Hill to provide on-call planning services for a three (3) year period. RIAC staff has received scope and fee proposals from Ricondo & Associates to perform financial planning services and from CH2M Hill to perform the strategic programming and scheduling requirements associated with this project. Ms. Cullen stated that the recommendation is that the Committee authorize the President and CEO to execute a Task Order with Ricondo & Associates and with CH2M Hill for services associated with this project.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolutions:**

**WHEREAS, RIAC contracted with the firm of Ricondo & Associates to perform on-call planning services; and**

**WHEREAS, RIAC negotiated a scope and fee with Ricondo & Associates to provide financial planning services associated with the Strategic Implementation Plan at T. F. Green Airport in the amount of \$65,000; and**

**WHEREAS, this Task Order will be funded 75% (\$48,750) through the FAA under FAA FY04 AIP Grant No. 3-44-0003-70, with RIAC's 25% (\$16,250) matching share from the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Board hereby recommends that the President and CEO execute a Task Order with Ricondo & Associates to provide financial planning services for the Strategic Implementation Plan at T. F. Green Airport, in an amount not to exceed \$65,000, subject to Board approval.**

**WHEREAS, RIAC contracted with the firm of CH2M Hill to perform on-call planning services; and**

**WHEREAS, RIAC is currently negotiating a scope and fee with CH2M Hill to provide strategic and scheduling services associated with the Strategic Implementation Plan at T. F. Green Airport in the amount of \$68,000; and**

**WHEREAS, this Task Order will be funded 75% (\$51,000) through the FAA under FAA FFY04 AIP Grant No. 3-44-0003-70, with RIAC's 25% (\$17,000) matching share from the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO negotiate and execute a Task Order with CH2M Hill to provide strategic programming and scheduling services for the Strategic Implementation Plan at T. F. Green Airport, in an amount not-to-exceed \$68,000, subject to Board approval.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Upon Addition of Project to the Capital Improvement Program (CIP) for the Rehabilitation of the Apron at Quonset Airport AND Consideration of and Approval of Consultant Task Order for Design Phase Services Associated with the Rehabilitation of the Apron at Quonset Airport.**

**(d) Consideration of and Action Upon Addition of Project to the Capital Improvement Program (CIP) for the Rehabilitation of the Apron at North Central Airport AND Consideration of and Approval of Consultant Task Order for Design Phase Services Associated with the Rehabilitation of the Apron at North Central Airport.**

**The Committee considered items (c) and (d) at the same time. Ms. Cullen reported that the recommendation is that the Committee authorize the President and CEO to negotiate and execute Task Orders with HNTB Corporation to provide design phase services for projects at Quonset and North Central Airport, and to authorize the addition of both projects to the Capital Improvement Program.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolutions:**

**WHEREAS, the current Passenger Facility Charge (PFC) Application**

**identifies \$1,111,000 in PFC funds for the Apron Rehabilitation Project at Quonset Airport; and**

**WHEREAS, RIAC has contracted with the firm of HNTB Corporation to perform on-call general aviation, planning, engineering, architectural, and construction phase services; and**

**WHEREAS, RIAC staff has requested a scope and fee from HNTB Corporation to provide design phase services in a not to exceed amount of \$108,000; and**

**WHEREAS, in accordance with the FAA rules and regulations governing the use of PFC Funds, RIAC must begin the actual construction of this project no later than November 27, 2005; and**

**WHEREAS, this Task Order will be funded 100% with PFC funds.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Committee hereby recommends that the President and CEO negotiate and execute a Task Order with HNTB Corporation to provide design phase services for the Rehabilitation of the Apron at Quonset Airport, in an amount not to exceed \$108,000, subject to Board approval.**

**2. That the Committee approves the addition of this project to the**

**Capital Improvement Program, subject to Board approval.**

**WHEREAS, the current Passenger Facility Charge (PFC) Application identifies \$1,111,000 in PFC funds for the Apron Rehabilitation Project at North Central Airport; and**

**WHEREAS, RIAC has contracted with the firm of HNTB Corporation to perform on-call general aviation, planning, engineering, architectural, and construction phase services; and**

**WHEREAS, RIAC staff has requested a scope and fee from HNTB Corporation to provide design phase services in a not to exceed amount of \$157,000; and**

**WHEREAS, in accordance with the FAA rules and regulations governing the use of PFC Funds, RIAC must begin the actual construction of this project no later than November 27, 2005; and**

**WHEREAS, this Task Order will be funded 100% with PFC funds.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Board hereby recommends that the President and CEO negotiate and execute a Task Order with HNTB Corporation to provide design phase services for the Rehabilitation of the Apron at North Central Airport, in an amount not to exceed \$157,000.**

**2. That the Committee approves the addition of this project to the Capital Improvement Program, subject to Board approval.**

**The motion was passed unanimously.**

**(e) Consideration of and Action Upon Award of a Contract for the Procurement of FAA Approved Runway Sand for T. F. Green Airport.**

**Mr. Schattle reported that the recommendation is that the Committee authorize the President and CEO to execute a contract for one (1) year with two (2) one (1) year extensions at the option of RIAC, with Holliston Sand Company for the supply of FAA approved runway sand. It was noted that the two (2) additional years are dependent on the appropriation of funds for this purpose in the Operations and Maintenance Budget for Fiscal Years 2006 and 2007.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and**

**WHEREAS, it has been determined that there is a need for FAA approved runway sand; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funding for this purchase through its Operating and Maintenance Budget; and**

**WHEREAS, RIAC issued an Invitation for Bids (IFB) for a three (3) year contract to supply FAA approved sand in October 2004, and Holliston Sand Company was determined to be the lowest responsive and responsible bidder pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the recommendation is to award a one (1) year contract with two (2) one (1) year extensions at the option of RIAC to Holliston Sand Company.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Committee hereby authorizes the President and CEO to execute a contract in the amount of \$108,675, for a one (1) year contract with two (2) one (1) year extensions at the option of RIAC, with Holliston Sand Company of Slatersville, Rhode Island, for the supply of FAA approved sand, subject to Board approval.**

**2. The additional two (2) years will be dependent on the appropriation of funds for this purpose in the Operations and Maintenance Budget for Fiscal Years 2006 and 2007.**

**(f) Consideration of and Action Upon Award of a Sole Source Contract for the Upgrade of the Terminal Public Address System at T. F. Green Airport.**

**Mr. Schattle reported that the recommendation is that the Committee authorize the President and CEO to execute a contract with Innovative Electronic Designs (IED) for the upgrade of the T. F. Green Airport Terminal Public Address System.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and**

**WHEREAS, the Rhode Island Airport Corporation contracted with Coffeen Fricke and Associates, Inc., to perform a review of the T. F. Green Airport Public Address System; and**

**WHEREAS, Coffeen Fricke & Associates, Inc., recommended the system be upgraded; and**

**WHEREAS, it has been determined that the hardware and software**

are proprietary; and

**WHEREAS, the Rhode Island Airport Corporation Procurement Rules as adopted on March 26, 2003, allow for the sole source of specialized replacement/repair parts or expansion parts necessary to maintain the integrity of system or function; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget, which provides funding for these services through its Operating Capital Budget.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO to execute a contract with IED in an amount of \$81,185.20, subject to Board approval.**

**(g) Consideration of and Action Upon Award of a Contract for the Procurement of Potassium Acetate Liquid Runway Deicer for T. F. Green Airport.**

**Mr. Schattle reported that the recommendation is that the Committee authorize the President and CEO to execute a contract for one (1) year with two (2) one (1) year extensions at the option of RIAC, with Cryotech Deicing Technology for the supply of liquid runway deicer, subject to Board approval. It was noted that the additional two (2)**

**years are dependent on the appropriation of funds for this purpose in the Operations and Maintenance Budget for Fiscal Years 2006 and 2007.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six (6) Rhode Island Airports; and**

**WHEREAS, it has been determined that there is a need for potassium acetate liquid runway deicer; and**

**WHEREAS, the Rhode Island Airport Corporation has a fiscal year budget which provides funds for this purchase through its Operating and Maintenance (O&M) budget; and**

**WHEREAS, RIAC issued an Invitation for Bids (IFB) for a three (3) year contract to supply potassium acetate liquid runway deicer in October 2004, and Cryotech Deicing Technology was determined to be the lowest and responsible bidder pursuant to the Corporation's Procurement Rules; and**

**WHEREAS, the recommendation is to award a one (1) year contract with two (2) one (1) year extensions at the option of RIAC to Cryotech**

**Deicing Technology.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**1. That the Committee authorizes the President and CEO to execute a contract in the amount of \$32,600 for a one (1) year contract with two (2) one (1) year extensions at the option of RIAC, with Cryotech Deicing Technology of Fort Madison, Iowa, for the supply of liquid runway deicer, subject to Board approval.**

**2. The additional two (2) years will be dependent on the appropriation of funds for this purpose in the Operations and Maintenance Budget for Fiscal Years 2006 and 2007.**

**5. Executive Session:**

**(a) Discussion Related to Safety and Security – R.I.G.L. § 42-46-5(a)(3).**

**At approximately 3:25 pm., a motion was made by Mr. Sangster and seconded by Mr. Forte to go into Executive Session. By the following roll call vote, the motion was passed unanimously:**

**YEAS: James Forte**

**Robert Sangster**

**NAYS: None.**

**At approximately 3:30 p.m., a motion was made by Mr. Sangster to reconvene to the Open Session. The motion was seconded by Mr. Forte. The motion was passed unanimously.**

**6. Future Meetings:**

**A combined Finance and Audit and Operations and Capital Committee Meeting will be held on Wednesday, December 15, 2004 at 9:00 a.m., in the Mary Brennan Board Room, T. F. Green Airport, 2000 Post Road, Warwick, Rhode Island.**

**7. Adjournment:**

**Mr. Sangster moved to adjourn at approximately 3:31 p.m. Mr. Forte seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James C. Forte, Chairman**

**Rhode Island Airport Corporation**

**Operations and Capital Committee**



**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE MEETING**

**NOVEMBER 17, 2004**

**NAME      AFFILIATION**

**Brenda Pope      RIAC**

**Deirdra Hayes      RIAC**

**Liz DeMarco      RIAC**

**MINUTES OF THE EXECUTIVE SESSION**

**OF THE RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE MEETING ON**

**WEDNESDAY, NOVEMBER 17, 2004**

**1. At approximately 3:25 pm., a motion was made by Mr. Sangster and seconded by Mr. Forte to go into Executive Session. The motion was passed unanimously.**

**2. Mr. Steinkamp discussed holiday travel, and specifically the procedures that will be implemented to handle the increase in passenger traffic.**

**3. Mr. Steinkamp gave an overview of a recent security exercise.**

**At approximately 3:30 p.m., a motion was made by Mr. Sangster to reconvene to the Open Session. The motion was seconded by Mr. Forte. By the following roll call vote the motion was passed unanimously.**

**YEAS: James Forte**

**Robert Sangster**

**NAYS: None.**

**Respectfully submitted,**

**James C. Forte, Chairman**

**Rhode Island Airport Corporation**

**Operations and Capital Committee**